



Republic of the Philippines
Batangas City

Office of the City Mayor

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Executive Order No. 03 Series of 2014

PROVIDING FOR THE AMENDMENT OF EXECUTIVE ORDER NO. 32, (S. 2012), "ADOPTING INNOVATIONS ON STREAMLINING BUSINESS REGISTRATION PROCESSES AS INTRODUCED BY THE CITIES DEVELOPMENT INITIATIVE OF THE UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT THROUGH THE INVESTMENT ENABLING ENVIRONMENT PROJECT" FOR THE INSTITUTIONALIZATION OF MODIFIED BUSINESS REGISTRATION (BPLS) PROCESSES

WHEREAS, the City Government of Batangas City issued Executive Order No.32, series of 2012 to implement innovations in business registration which support the thrust of the city government in promoting a business-friendly environment;

WHEREAS, the City Government of Batangas City, with the continued support of the United States Agency for International Development (USAID) Investment Enabling Environment (INVEST) project, has further implemented improvements and reforms on the business registration processes, known as the Business Permits and Licensing System (BPLS);

WHEREAS, procedures and requirements for the application of new Mayor's permits and renewal of permits have been modified, including eliminating the need for the submission of an application form, as part of the streamlining effort;

NOW, THEREFORE, I, EDUARDO B. DIMACUHA, Mayor of the City of Batangas, by virtue of the powers vested upon me by law, hereby order:

Section 1. BPLS Manual. The attached comprehensive BPLS manual detailing the revised procedures for new applications and renewal of business permits, and corresponding requirements and roles and responsibilities of concerned offices, is hereby adopted.

Section 2. Unified Form. As per the BPLS manual, submission of a physical application form will no longer be required for new applications and renewal of business permits.

Section 3. Signatories. As per the BPLS manual, there will only be two signatories in the issuance of the business permit – the Business Permits and Licensing Officer and the City Mayor.

Section 4. Steps. The city government shall adopt the streamlined business registration process for new applications and renewal of business permits as detailed in the BPLS manual. The steps will be reviewed on an annual basis at least to identify areas for enhancement.

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Section 5. Processing time. The city government will strive to limit the processing time of business permits in less than two hours which includes waiting and processing times. The city will also further review and apply appropriate technologies that can further reduce processing time.

Section 6. Requirements. The requirements of the city government are limited to the following:

New Application for Business Permit

1. Contract of Lease (if lessee)
2. Market Clearance (for market stall holders)

Renewal of Business Permit

1. Barangay Clearance/ Market Clearance (for market stall holders)
2. Income Tax Return/s
3. Original health certificates for applicable establishments

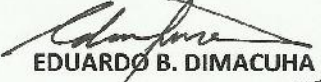
Section 7. Lead Office. The Business Permits and Licensing Office (BPLO) shall take the lead role in carrying out the provisions of this Order. It shall be responsible for coordinating with concerned city departments and offices

and national government agencies to ensure the implementation of the business registration processes (as per the attached manual). The BPLO shall also take the lead in providing capacity building activities to ensure that concerned personnel from the different offices are well-equipped to perform their designated roles and functions.


Section 8. Repealing Clause. This Order amends EO No. 32 issued on December 18, 2013. All other executive issuances or portions thereof which are inconsistent with this Executive Order are hereby revoked, amended, or modified accordingly.

Section 9. Effectivity. This Order shall take effect immediately and shall remain in force unless otherwise amended.

Done in Batangas City this 15th day of January on the year of our Lord Two Thousand and Fourteen.


EDUARDO B. DIMACUHA
City Mayor

Attested:


Atty. Victor Reginald Dimacuha
Secretary to the Mayor

Cc: BPLO, CENRO, CEO, CHO, CPDO, LEIPO, OCMA, OCVAS, BFP, CTO, DTI, DILG